

United States District Court District of Oregon Probation Office

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VACANCY ANNOUNCEMENT ORP-22-05

Position Title: **SPECIAL OFFENDER SPECIALIST**

Term of Employment: Full Time, Permanent

Classification Level: Court Personnel System CL 29

Salary range \$80,781 - \$131,288, depending on experience, qualifications, and current compensation.

Duty Station: Portland, Oregon

Closing Date: Open until filled.

THE POSITION

The United States Probation Office for the District of Oregon is accepting applications for **Special Offender Specialist** to be stationed in Portland, Oregon. By statute, probation officers serve in a judiciary law enforcement position and assist in the administration of justice and promote community safety, gather information, supervise offenders, interact with collateral agencies, prepare reports, conduct investigations, and present recommendations to the Court. Officers may guide the work of Probation Officer Assistants and other staff. Senior officers perform duties that involve both general cases and specialized cases. The Special Offender Specialist caseload may involve supervision of mental health cases, substance abuse, sex offender, Reentry Court, financial crimes, and location monitoring or any combination of these types of specialized cases. More than one position may be filled with this announcement.

Representative Duties:

- Performs investigative and supervision responsibilities for offenders in both general and specialized cases. Conducts investigations and prepares reports for the Court with recommendations, which requires interviewing offenders and their families, as well as collecting background data from various sources. An integral part of this process is the interpretation and application of policies and procedures, statutes, Federal Rules of Criminal Procedures, and may include U.S. Sentencing Guidelines and relevant case law.
- Tracks developments in the law and updates staff and the Court. Enforces court-ordered supervision components and implements supervision strategies. Maintains personal contact with offenders through office and community contacts and by telephone. Investigates employment, sources of income, lifestyle, and associates to assess risk and compliance. Addresses substance abuse, mental health, domestic violence, and

♣ We promote justice, reduce risk to the community, and provide opportunities for positive change. ♣

similar problems and implements the necessary treatment or violation proceedings through assessment, monitoring, and counseling.

- Schedules and conducts drug use detection tests and DNA collection of offenders, following established procedures and protocols. Maintains paper and computerized records of test results. Maintains chain of custody of urinalysis testing materials. Responds to judicial officer's request for information and advice. Testifies in court as to the basis for factual findings and (if warranted) guideline applications. Serves as a resource to the Court. Maintains detailed written records of case activity. Conducts surveillance and/or search and seizure at the direction of the Court.
- Investigates and analyzes financial documents and activities and takes appropriate action. Interviews victim(s) and provides victim impact statements to the Court. Ensures compliance with Mandatory Victims Restitution Act. Responsible for enforcement of home confinement conditions ordered by the Court.
- Analyzes and responds to any objections. This may include resolving disputed issues and presenting unresolved issues to the Court for resolution. Assesses offenders' level of risk and develops a blend of controlling and correcting risk management strategies.
- Participates in on-going training and education opportunities to further develop and/or enhance techniques and skills relating to offenders' investigation and supervision practices.
- Communicates with other organizations and persons (such as the U.S. Parole Commission, Bureau of Prisons, law enforcement, treatment agencies, and attorneys) concerning offenders' behavior and conditions of supervision. Identifies and investigates violations and implements appropriate alternatives and sanctions. Reports violations of the conditions of supervision to the appropriate authorities. Prepares written reports of violation matters and makes recommendations for disposition. Testifies at court or parole hearings. Conducts Parole Commission preliminary interviews. Guides the work of staff providing administrative and technical assistance to officers.
- Guides, advises, trains, and makes recommendations to other officers, the Court, and other individuals regarding their designated area of specialty.
- Applies principles of good supervision by ensuring resources are effectively utilized for those high-risk offenders that need them most in order to achieve desired outcomes. Follows a balanced supervision plan that is individualized, proportional, purposeful, multi-dimensional, proactive in implementation, and responsive to changes.
- Regularly conducts high profile or other investigations as directed by the unit supervisor.
- May supervise offenders in witness protection programs.
- Performs administrative duties regarding area of specialty and other duties as assigned by the unit supervisor.

QUALIFICATIONS

Minimum Qualifications:

To meet the minimum qualifications, applicants must have a bachelor's degree from an accredited college or university (preferably in a field of academic study such as criminal justice, criminology, psychology, sociology, human relations, or business or public administration or related field), plus a minimum of three years of specialized experience, including at least one year as a probation/pretrial services officer in the U.S. Courts.

Specialized experience is progressively responsible experience, gained after completion of a bachelor's degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, does not meet the requirements of specialized experience.

Court Preferred Skills:

A master's degree in a closely related field.

Candidates must also demonstrate:

- Ability to work under pressure with short deadlines while maintaining a positive and professional demeanor;
- Ability to exercise discretion and sound judgment, maintain confidentiality, and foster high ethical standards; and

- Ability to interact and communicate effectively, both orally and in writing, with people of diverse backgrounds. This includes offenders, law enforcement and collateral agency personnel at different government levels, and community service providers.

APPLICATION PROCESS

To apply, submit the following:

1. [Federal Judicial Branch Application for Employment \(AO 78\)](#). This position requires a 5-year background investigation with 5-year periodic updates. Applicants must complete the Background Information questions 18, 19, and 20 on page 5 of the application;
2. Letter of Interest (Cover Letter), **including your relevant experience for Special Offender Specialist;**
3. Chronological Resume;
4. "Unofficial" University Transcripts;
5. Recent Performance Evaluation; and
6. List of 3 Professional References with phone number and email address.

Please submit application packet via email to **hr2@ord.uscourts.gov** in pdf form. All documentation should be combined into one pdf. Include the vacancy number and position title in the subject line of your email "**ORP-22-05 SOS**". Application forms are available on the District of Oregon's website at <https://www.uscourts.gov> in fillable format. Please type or print all information and sign and date forms where indicated. **Incomplete packets will not be considered.**

Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who are invited for personal interviews and only applicants who are interviewed will receive a written response regarding their application status. Applicants selected for interviews must travel at their own expense. Relocation expenses are not authorized and will not be reimbursed. Verification of employment, education, and reference checks will be made prior to any offer of employment. The selectee for this position will be subject to a criminal background record check and consumer credit check before an employment offer is made.

The Court provides reasonable accommodation to applicants with disabilities. If you need reasonable accommodation for any part of the application or hiring process, please notify the Human Resources Division for the District of Oregon at 503-326-8165. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.

Employees are required to disclose COVID-19 vaccination status and agree to local and national COVID-19 safety protocols and procedures.

CLICK THESE LINKS FOR FURTHER INFORMATION

- Learn more about the [U.S. District Court for the District of Oregon](#) and the [Probation Office](#)
- [Employee Benefits](#)
- [Conditions of Employment](#)

The United States Probation Office for the District of Oregon is an Equity Focused Employer.

We value diversity and are committed to equity and inclusion in our workplace. The District of Oregon encourages applications from all qualified individuals and seeks a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran's status, disability, religion, socio-economic circumstance, and any other status or characteristic protected under applicable federal law.